

Credential Application

Safety and Buildings Division
201 W. Washington Avenue
P.O. Box 7082
Madison WI 53707-7082
Phone (608) 261-8500
TDD #: (608) 264-8777
7:45 a.m. - 4:30 p.m.
www.commerce.state.wi.us

**THE CREDENTIAL WILL NOT BE
PROCESSED UNLESS YOU :**

- A. Sign and date this form;
- B. Submit a complete application with all blanks filled in or marked non-applicable;
- C. Attach the specified fee; and
- D. Attach documents if specified on this application.

Personal information you provide may be used for secondary purposes [Privacy Law, s. 15.04(1)(m)].

Instructions: Please review the pre-printed information in the boxed portions of this application. Clearly print corrections or new information where needed. **Be certain to sign and date the application.** The applicant's social security number is mandatory information. **Make a photocopy of the completed application for your records.**

By signing below, the applicant swears that all information provided on this application is true, accurate and that the credential requirements are met. Notice: Information collected may be used for participation surveys, eligibility for approvals, law enforcement (including child support and tax delinquency enforcement) purposes and other secondary purposes. The Department may also provide this information to requesters pursuant to Wisconsin's open records law, ss. 19.31-19.39 stats. Social security numbers are required when applying for a license according to Wisconsin Stats. But they may not be disclosed to anyone except other State of Wisconsin governmental agencies.

Applicant's Signature	Date (mo/day/yr)
Applicant Information	
Applicant's Social Security No:	
Applicant's Name (First, Middle and Last):	
Address No. & Street, or P.O. Box:	
City, Town or Village, State, Zip + 4 Code:	
Country, If Other Than United States:	
Telephone No. (include area code):	
If Available, Fax No. (include area code):	

COMMERCIAL PLUMBING INSPECTOR CERTIFICATION

Application and Exam Fee (nonrefundable): \$30.00 class code 7630 . Make checks payable to: Safety and Buildings Division. The fee consists of a \$10.00 application fee and an exam fee of \$20.00. When the exam is passed, the applicant will be asked to pay a \$30.00 credential fee, which will be prorated because the credential expires on a specific date. The credential, which will be issued after the exam is passed and the prorated credential fee paid, will be effective for 4 years from June 30th. Applications may be mailed or hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI 53707 between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

Reason for Credential: A person who holds a credential issued by the department as a certified commercial plumbing inspector may conduct inspections of public buildings and places of employment for the purpose of administering and enforcing the Plumbing Code in a certified municipality.

Requirements of Credential: A person who inspects public buildings and places of employment as a certified commercial plumbing inspector shall:

- Maintain a record of the inspections made including the date and the findings of the inspections;
- Provide a copy of the inspection report to the owner of the property or his or her agent; and
- Make available to the department upon request his or her inspection records.

A person who holds the credential shall carry on his or her person the credential issued by the department while performing or conducting the activity or activities permitted under the credential.

Education Hours Required to Renew: The renewal of a credential as a certified commercial plumbing inspector shall be contingent upon the inspector obtaining at least 24 hours of acceptable continuing education. Failure to fulfill continuing education obligations may delay renewal or necessitate reexamination. People unable to attend lectures or seminars may be able to obtain the necessary continuing education hours through correspondence courses. A person who holds a credential as a certified commercial plumbing inspector may apply to the department for waiver of the continuing education requirements on the grounds of prolonged illness or disability or similar circumstances. Each application for waiver shall be considered individually on its merits by the department.

APPLYING FOR COMMERCIAL PLUMBING INSPECTOR CREDENTIAL

A person may obtain a credential as a certified commercial plumbing inspector by one of the following methods:

- Method 1 Taking and passing the commercial plumbing inspector examination.
- Method 2 Submitting evidence of the experience and holding the appropriate credentials.
- Method 3 Having a current master plumber or journeyman plumber credential.

Apply for the credential by following the instructions for method 1 or method 2 or method 3.

METHOD 1 - Examination

Examination: In order to obtain the credential, the applicant must obtain a score of at least 70% on an examination. The exam will cover chapters Comm 5, Wisconsin Administrative Code; and Comm 81-87, Wisconsin Administrative Code. This exam is open book. Copies of current Wisconsin Administrative Code books may be obtained from Document Sales @ (608) 266-3358 or @ (800) 362-7253.

To schedule an exam:

- In the following table, circle the month you would like to take the exam and the city in which you would like to take the exam. Record a telephone number where you can be reached during the day in case the exam center is filled for that date. The department will attempt to call and offer exams at available sites or dates.
- Submit the **FEE AND THIS APPLICATION** with the month and city circled for the exam to the division **at least 30 days in advance of the exam date chosen**. Note you may wish to keep a copy of this letter for your records.

Exam Name:	This is a 6-hour exam and will be scheduled for the a.m. and p.m.
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Circle the exam location of your choice below.
Then below the location, circle the day you would prefer to take the exam.

Wausau All Categories	Black River Falls No Soil Testers	Madison All Categories	Pewaukee No Soil Testers
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2004 Exam Schedule

	August 5	August 10	August 17
September 14		September 28	September 21
	October 7	October 12	October 19
November 9		November 16	November 23
		December 14	December 21

2005 Exam Schedule

<i>LA CROSSE Days Inn and Conference Center 101 Sky Harbour Dr 608-783-1000</i>	<i>GREEN BAY Regency Suites Hotel 333 Main St 920-432-4555</i>	<i>MADISON Sheraton Inn 706 John Nolen Dr 608-251-2300</i>	<i>PEWAUKEE Waukesha County Technical College WCTC 800 Main St 262-695-3474 No Soil Testers</i>	<i>HAYWARD Hayward Inn & Suites 10290 Hwy 27 S (715) 634-4100</i>
	January 4	January 11	January 19 Wednesday	
February 8		February 15	February 22	
	March 9 Wednesday	March 15	March 22	March 30
April 5		April 12	April 19	
	May 11 Wednesday	May 24	May 17	
June 7		June 22 Wednesday	June 14	June 29
	July 12	July 26	July 19	
August 9		August 23	August 16	
	September 13	September 27	September 20	
October 25		October 11	October 18	October 5
	November 8	November 22	November 15	
		December 13	December 6	

Day phone number:

A letter confirming the exact date, time and location will be sent to you.

METHOD 2 - Completing the Experience and Holding the Appropriate Credentials

A person may apply for certification as a certified commercial plumbing inspector by submitting an application, an application fee, and the certification fee in accordance with ss. Comm 5.01 and 5.02 and all of the following: [See Comm 5.625 (5)(c)- effective 9-1-04]

- Evidence that the person holds a certification as a UDC-Plumbing Inspector issued under s. Comm 5.63.
- Evidence that the person is employed by or under contract with a municipality to provide plumbing inspection services.
- Evidence that the person has conducted plumbing inspections of at least 50 commercial buildings.

(Method 2 is not applicable after August 1, 2005.)

- Attach a copy of your current UDC Plumbing Inspector credential.
- Fill out the following tables identifying the employing/contracting municipality and documenting commercial plumbing activities.

Plumbing Inspector's Name	Employing Municipality Name	Name, Signature and day phone # of supervisor verifying employment
		Phone #.

Evidence of at least 50 commercial building plumbing inspections. (Attach additional sheets if needed.)

Time Period	Municipal Jurisdiction	Person Verifying Inspections	day phone #

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10.00 application fee and a prorated \$30.00 credential fee depending when the application is made (See table below). The credential will be effective for 4 years from June 30th. Applications may be mailed or hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI 53707 between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

The fee for applying for the credential using method 2 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$36.25	May	\$33.75	September	\$38.75
February	\$35.63	June	\$33.13	October	\$38.13
March	\$35.00	July	\$40.00	November	\$37.50
April	\$34.38	August	\$39.38	December	\$36.88

METHOD 3 - Holding a Master Plumber or Journeyman Plumber Credential

Attach a copy of your current master or journeyman plumbing license.

Fee Submitted (nonrefundable): \$ class code 7630

Make checks payable to: Safety and Buildings Division. The fee consists of a \$10.00 application fee and a prorated \$30.00 credential fee depending when the application is made (See table below). The credential will be effective for 4 years from June 30th. Applications may be mailed or hand delivered to 201 W. Washington Ave, Fourth Floor, Madison, WI 53707 between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday.

The fee for applying for the credential using method 3 is as specified in the following table:

Month Application is mailed	Fee	Month Application is mailed	Fee	Month Application is mailed	Fee
January	\$36.25	May	\$33.75	September	\$38.75
February	\$35.63	June	\$33.13	October	\$38.13
March	\$35.00	July	\$40.00	November	\$37.50
April	\$34.38	August	\$39.38	December	\$36.88

